

## II. Administration

### E. Risk Management

#### 4. School Safety, Emergency and Crisis Response Plans

##### a. Threats

The Narragansett School System will not ignore bomb threats on the assumption that they are mere pranks. However, each case has different characteristics and, therefore, the Principal or other responsible authority is given latitude for the exercise of good judgement.

The following directive is illustrative of bomb threat instructions to be followed if such a situation develops:

1. When anyone receives a bomb threat in a school, the Principal or another administrator is notified immediately. It is the administrator's judgement to assess the threat and act accordingly to ensure the safety of all students and staff.
2. The Principal calls the police station, reports the bomb threat, and requests that policemen be immediately sent to the school. The Principal then notifies the Office of the Superintendent and the Supervisor of Maintenance and Custodians.
3. If deemed appropriate by the Principal, a bomb threat may warrant the calling of a fire drill and/or evacuation of the building.\* An immediate search of the corridors, stairways, and exits begins. discretion and the elimination of commotion should be paramount during this search. When a search of the building is made, school personnel will assist in order that the most effective use of personnel, familiar with the areas they will be assigned to inspect, can be made. All personnel are to be instructed that they are not to touch or attempt to move any suspect package or material.
4. The Principal shall act in accordance with the advice of the Police Department.
5. The Principal furnishes copies, in report form within 24 hours, of the data indicated below to the Office of the Superintendent.

School, date, and time when bomb threat was received; alleged site of bomb placement; procedures followed by Principal; completion time of incident.

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\*When the elementary school is evacuated during inclement weather, students may take shelter in school buses.

Threats (continued)

(formerly #3550)

4. School Safety, Emergency and Crisis Response Plans (continued)

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Narragansett School System  
Narragansett, Rhode Island